The Potter Township Supervisors held their Annual Reorganization Meeting on Monday, January 6, 2020 at the Potter Township Municipal Building.

In attendance were:

Supervisors: Rebecca Matsco, Earl Shamp and Al Cwynar

Solicitor: Michael Jones Engineer: Dan Sell Linda McCov Secretary:

Visitors: Chris Heitman, Mark Summerville, Ron Robinson, Jim Gabel

Ms. Matsco called the meeting to order at 6:01 pm and led the Salute to the flag.

MOTION: Al Cwynar SECOND: Earl Shamp MOTION CARRIED

To reappoint Rebecca Matsco as the Chairwoman of the Board of Supervisors for the year 2020.

MOTION: Al Cwynar SECOND: Rebecca Matsco MOTION CARRIED

To reappoint Earl Shamp as the Vice-Chairman of the Board of Supervisors for the year 2020.

MOTION CARRIED MOTION: Earl Shamp SECOND: Al Cwynar To appoint Linda McCoy as the Secretary/Treasurer for the year 2020, at a rate of \$30.00 per hour and to be bonded at

\$1,500,000.00.

MOTION: Al Cwynar SECOND: Earl Shamp MOTION CARRIED

To appoint Dave Hagen as Part-time Clerk for the year 2020 at a rate of \$20.40 per hour.

MOTION: Earl Shamp SECOND: Al Cwynar MOTION CARRIED To retain Michael B. Jones, Esq. as the Township Solicitor for the year 2020 at costs of \$6,000.00 per yearly retainer,

\$100.00 per hour for Routine Legal Services and \$150.00 per hour for Litigation for the year 2020.

MOTION: Al Cwynar SECOND: Earl Shamp MOTION CARRIED To reappoint Widmer engineering, Inc. as the Township Engineer at the costs as listed on the 2020 Fee Guide, for the

year 2020.

MOTION: Earl Shamp SECOND: Al Cwynar MOTION CARRIED

To retain WesBanco as the depository of the Township funds for the year 2020.

MOTION CARRIED MOTION: Al Cwynar SECOND: Earl Shamp

Monthly meetings have been set for the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month and work sessions are to be held on the 1st, 3rd and 5th Wednesday of each month as required. All meetings will be held in the Municipal Building, 206 Mowry Road, Monaca, PA. All regular meetings and work sessions are scheduled for 6:00pm. The next regular meeting is scheduled for Wednesday, January 22, 2020.

## **ROAD DEPARTMENT**

MOTION: Earl Shamp SECOND: Al Cwynar MOTION CARRIED

To reappoint Rebecca Matsco as Chairwoman of the Road Department for the year 2020.

MOTION: Al Cwynar SECOND: Rebecca Matsco MOTION CARRIED

To reappoint Earl Shamp as Vice-Chairman of the Road Department for the year 2020.

MOTION: Earl Shamp SECOND: Rebecca Matsco MOTION CARRIED

To retain Justin Cwynar the Road Foreman for the year 2020. All wages to be set at the hourly rates and benefits to be

given as specified in the Union contract.

MOTION: Al Cwynar SECOND: Earl Shamp MOTION CARRIED To hire as part-time road workers for the year 2020, Mark Summerville and Nathan Marksteiner at the rate of \$11.90 per hour.

MOTION: Earl Shamp

SECOND: Al Cwynar

MOTION CARRIED

To approve Supervisors as Road Master at a rate of \$11.90 per hour subject to approval by the Township Auditors for the

year 2020.

POLICE DEPARTMENT

MOTION: Earl Shamp SECOND: Rebecca Matsco MOTION CARRIED

To appoint Al Cwynar as Chairman of the Police Department for the year 2020.

MOTION: AI Cwynar SECOND: Earl Shamp MOTION CARRIED

To appoint Rebecca Matsco as the Vice-Chairwoman of the Police Department for the year 2020.

MOTION: Earl Shamp SECOND: Rebecca Matsco MOTION CARRIED

To appoint Al Cwynar as the Center/Potter Police Authority representative for the year 2020.

MOTION: Al Cwynar SECOND: Earl Shamp MOTION CARRIED To retain the Beaver County Humane Society as the Animal Control Agency for the year 2020 at a rate of \$275.00 per month.

**FIRE DEPARTMENT** 

MOTION: AI Cwynar SECOND: Rebecca Matsco MOTION CARRIED

To appoint Earl Shamp as the Chairman of the Fire Department for the year 2020.

MOTION: Earl Shamp SECOND: Rebecca Matsco MOTION CARRIED

To appoint Al Cwynar as the Vice-Chairman of the Fire Department for the year 2020.

**MUNICIPAL SERVICES** 

MOTION: AI Cwynar SECOND: Earl Shamp MOTION CARRIED

To hire Alison Anderson as the Building Custodian for the year 2020 at the rate of \$14.05 per hour.

MOTION: Earl Shamp SECOND: Al Cwynar MOTION CARRIED

To appoint Dave Hagen as the Zoning and Code Enforcement Officer for the year 2020 at the rate of \$300 per quarter

annum.

MOTION: AI Cwynar SECOND: Earl Shamp MOTION CARRIED

To appoint Linda McCoy as the Right-to-Know Officer for the year 2020.

MOTION: Earl Shamp SECOND: Al Cwynar MOTION CARRIED

To reappoint MDIA as the Township Building Inspectors for the year 2020.

MOTION: Al Cwynar SECOND: Rebecca Matsco MOTION CARRIED

To appoint Earl Shamp as the Building Inspection Liaison between the Building Inspector and the Township for the year

2020.

MOTION: Earl Shamp SECOND: Al Cwynar MOTION CARRIED To appoint A-G Squared Services LLC as the Sewage Enforcement Officer at the rates listed on the 2020 Fee Guide, for the year 2020.

MOTION: AI Cwynar SECOND: Earl Shamp MOTION CARRIED

To retain Berkheimer Tax Administrators as the Local Services Tax Collector for the year 2020.

MOTION: Earl Shamp SECOND: Al Cwynar MOTION CARRIED

To appoint Cottrill, Arbutina & Associates to audit the Township for the year 2020.

MOTION: AI Cwynar SECOND: Earl Shamp MOTION CARRIED

To appoint Linda McCoy as the Township Mercantile Tax Collector for the year 2020.

THE FOLLOWING APPOINTMENTS FOR THE YEAR 2020 ARE SUBJECT TO THE ACCEPTANCE OF THE APPOINTEE:

MOTION: Earl Shamp SECOND: Al Cwynar MOTION CARRIED

To appoint Dan Kunzman to the Zoning Hearing Board for a term of three years, term to expire December 2022.

MOTION: AI Cwynar SECOND: Earl Shamp MOTION CARRIED

To appoint Dawn Neely as Township Auditor for a term of six years, term to expire December 2025.

MOTION: Earl Shamp SECOND: AI Cwynar MOTION CARRIED

To appoint Lenny Miller to the Planning Commission for a term of four years, term to expire December 2023.

MOTION: AI Cwynar SECOND: Earl Shamp MOTION CARRIED

To appoint Tom Ruff to the Planning Commission for a term of four years, term to expire December 2023.

MOTION: Earl Shamp SECOND: AI Cwynar MOTION CARRIED

To appoint Ed Kolis as an alternate to the Planning Commission for a term of four years, term to expire December 2023.

MOTION: AI Cwynar SECOND: Earl Shamp MOTION CARRIED

To appoint Amber Tonya to the Recreation Board for a term of four years, term to expire December 2023.

MOTION: Earl Shamp SECOND: AI Cwynar MOTION CARRIED

To appoint Marie Dohanich to the Recreation Board for a term of four years, term to expire December 2023.

MOTION: AI Cwynar SECOND: Earl Shamp MOTION CARRIED

To appoint Lauren Patton to the Recreation Board for a term of four years, term to expire December 2023.

MOTION: Earl Shamp SECOND: Al Cwynar MOTION CARRIED

To appoint Vicky Leininger to the Potter Township Industrial & Commercial Development Authority for a term of five years,

term to expire December 2024.

MOTION: AI Cwynar SECOND: Earl Shamp MOTION CARRIED

To appoint Bill Winkle as Chairman of the Vacancy Hearing Board for the year 2020.

MOTION: AI Cwynar SECOND: Rebecca Matsco MOTION CARRIED

To appoint Earl Shamp as the PSATS CDL Program Representative for the year 2020.

MOTION: Earl Shamp SECOND: Al Cwynar MOTION CARRIED

To appoint Rebecca Matsco as the voting delegate to the PSATS State Convention in May 2020 for the year 2020.

MOTION: AI Cwynar SECOND: Earl Shamp MOTION CARRIED

To appoint Rebecca Matsco as the Board's Representative to the Beaver County Regional Council of Governments for

the year 2020 and Earl Shamp as the Alternate Representative to the BCRCOG.

MOTION: Earl Shamp SECOND: AI Cwynar MOTION CARRIED

To authorize the Supervisors and part-time Secretary to attend the County Convention with wages and travel expenses

paid for the year 2020. (Supervisors wage for Supervisors.)

MOTION: Al Cwynar SECOND: Earl Shamp MOTION CARRIED To authorize employees to attend training classes as offered throughout the year, with wages and expenses paid, subject to approval of immediate supervisor for the year 2020.

MOTION: Earl Shamp SECOND: AI Cwynar MOTION CARRIED

To authorize the mileage reimbursement rate to be determined by the IRS for 2020.

MOTION: AI Cwynar SECOND: Earl Shamp MOTION CARRIED To authorize the Potter Township Volunteer Fire Department to participate in fundraising events for the year 2020.

MOTION: Earl Shamp SECOND: AI Cwynar MOTION CARRIED

To authorize the treasurer to pay bills between meetings from vendors that offer a discount if paid within a certain period or for bills that fall due before a regular scheduled meeting. At each meeting, the list of checks written under this provision will be included with the listing that is approved that evening.

MOTION: AI Cwynar SECOND: Earl Shamp MOTION CARRIED To authorize the Beaver County Regional Council of Governments to do the advertising and bidding of our commodities.

## **REGULAR BUSINESS MEETING**

Rebecca Matsco, Al Cwynar and Mike Jones went into Executive Session with Ron Robinson regarding potential litigation from 6:14 pm to 6:40 pm.

Ms. Matsco attended the Independence Conservancy Board Meeting on December 16th.

Ms. Matsco, Mr. Shamp and Mr. Cwynar met with Widmer Engineering today regarding Township boundary research.

TO APPROVE THE MINUTES OF THE REGULAR BUSINESS MEETING HELD ON DECEMBER 11, 2019.

MOTION: AI Cwynar SECOND: Earl Shamp MOTION CARRIED

## **CITIZENS:**

No Comments

#### **OLD BUSINESS:**

MOTION TO APPROVE THE SHELL REAL ESTATE TAX SETTLEMENT AGREEMENT.

MOTION: Earl Shamp SECOND: AI Cwynar MOTION CARRIED

MOTION TO APPROVE THE PROPOSAL FROM WIDMER ENGINEERING FOR ADDITIONAL RESEARCH ON THE

TOWNSHIP BOUNDARY LINE AT A COST OF \$7,800.00.

MOTION: AI Cwynar SECOND: Earl Shamp MOTION CARRIED

## **NEW BUSINESS:**

MOTION TO PASS RESOLUTION 1-2020, A RESOLUTION OF THE TOWNSHIP OF POTTER, BEAVER COUNTY, COMMONWEALTH OF PENNSYLVANIA APPOINTING LINDA MCCOY TO THE PART-TIME POSITION OF TOWNSHIP SECRETARY/TREASURER FOR THE TOWNSHIP OF POTTER, ESTABLISHING THE SALARY FOR HER SERVICES AND OTHER TERMS OF EMPLOYMENT.

MOTION: Earl Shamp SECOND: AI Cwynar MOTION CARRIED

MOTION TO PASS RESOLUTION 2-2020, A RESOLUTION OF THE TOWNSHIP OF POTTER, BEAVER COUNTY, COMMONWEALTH OF PENNSYLVANIA APPROVING THE DISPOSITION AND RETENTION SCHEDULE OF CERTAIN MUNICIPAL RECORDS.

This Resolution approves the disposition of 2012 records.

MOTION: AI Cwynar SECOND: Earl Shamp MOTION CARRIED

MOTION TO APPROVE THE SEWAGE FACILITIES PLANNING MODULE SUBMITTED BY BASF.

MOTION: Earl Shamp SECOND: AI Cwynar MOTION CARRIED

MOTION TO RATIFY THE SALE OF THE TOWNSHIP ROAD DEPARTMENT'S 1999 FORD TRUCK TO RON ROBINSON FOR \$1,500.00

The Motion was made by Earl Shamp and seconded by Al Cwynar on December 19, 2019.

MOTION: AI Cwynar SECOND: Earl Shamp MOTION CARRIED

# **SOLICITOR:**

No report

## **ENGINEER:**

Mr. Sell reviewed the Sewage Facilities Planning Module from BASF.

#### FIRE DEPARTMENT:

Jim Gabel reported that the Department is prepping the younger members for future retirement of some of the senior members. There are new trainings coming up and the Department's fundraisers – Soup Sale and Night at the Races are coming up soon.

The Board announced that the PSATS magazine featured the Township in a news article and Mr. Shamp was interviewed by the Washington Post regarding the cracker plant.

#### **ANNOUNCEMENTS:**

The Township Office will be closed on Monday, January 20th in observance of Martin Luther King Day.

The Planning Commission will not meet in January.

The next regular meeting of the Board of Supervisors will be held on Wednesday, January 22<sup>nd</sup> at 6pm.

MOTION: Earl Shamp SECOND: AI Cwynar MOTION CARRIED

THERE BEING NO FURTHER BUSINESS THE MEETING ADJOURNED AT 6:51 pm.

Respectfully Submitted,

Linda McCoy